

U.S. DEPARTMENT OF ENERGY
NEVADA OPERATIONS OFFICE

MANUAL

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**DIRECT OPERATIONS GOVERNMENT
PERSONAL PROPERTY
MANAGEMENT PROGRAM**



INITIATED BY:
Engineering & Asset Management Division

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INTRODUCTION

1. PURPOSE. This Manual provides detailed requirements to supplement the Department of Energy (DOE) Property Management Regulations (PMR) Chapter 109 and the DOE Nevada Operations Office (DOE/NV) Property Management Instruction (PMI) Chapter 109.
2. SUMMARY. This Manual describes the DOE/NV Direct Operations Government Personal Property Management Program. It describes the acquisition, control, utilization, and disposition of DOE/NV Direct Operations Government Personal Property.
3. REFERENCE. DOE PMR Chapter 109 and DOE/NV PMI Chapter 109.
4. CONTACT. Questions concerning this Manual should be addressed to the Engineering & Asset Management Division (EAMD), 702-295-3424.

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1. OBJECTIVES.

- a. To establish procedures for managing DOE/NV Government personal property owned or leased by, and in the custody of, Federal and contractor employees located in the Nevada Support Facility (NSF) in accordance with Federal regulations.
- b. To describe the process for managing DOE/NV Government computing property at various DOE/NV sites.
- c. To encourage each employee to take responsibility for achieving DOE/NV Government personal property accountability.

2. CANCELLATION. None.

3. APPLICABILITY.

- a. To all occupants of the NSF ***with the exception of*** the Protective Force Contractor and the Air Resources Laboratory/National Oceanic and Atmospheric Administration.
- b. To all DOE/NV computing property at the Nevada Test Site (NTS) and DOE/NV sites that are supported and managed by the DOE/NV Computer Support Contractor.

NOTE: This Manual is not applicable to the NTS or other DOE/NV sites *with the exception of*** DOE/NV computing property, supported and managed by the DOE/NV Computer Support Contractor.**

4. REQUIREMENTS.

- a. Ensure compliance with provisions of the Federal Property Management Regulations (FPMR) and the DOE PMR as they pertain to government personal property management.
- b. Perform government personal property management activities through the functions of determining government personal property needs; acquisition;

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accountability and control (including receipt, storage, distribution, assignment, utilization, and repair/maintenance); and disposition.

c. Designate a DOE/NV Federal employee as the Direction Operations Property Functional Manager (PFM) for the Direct Operations personal property management program.

d. Establish Property Representatives (PR) for the Direct Operations personal property accountability system.

5. RESPONSIBILITIES.

a. Director, EAMD.

(1) Designates the Federal DOE/NV Direct Operations PFM.

(2) Participates in utilization walk-throughs.

(3) Responsible for DOE/NV asset management, to include the Direct Operations.

(4) Approves acquisitions over \$2,500 submitted by the PFM.

(5) Issues property removal passes in emergencies only.

b. NSF Facility Manager.

(1) Participates in utilization walk-throughs.

(2) Approves equipment, high-risk or sensitive property being retired from the Direct Operations property records.

(3) Approves acquisitions submitted by the PFM.

(4) Issues property removal passes in emergencies only.

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(5) Reviews office supply stores' physical inventory discrepancies and approves proposed record reconciliation provided by the NSF PR.

(6) In the absence of the PFM, approves personal property loans of Direct Operations property.

c. EAMD Infrastructure Management Team.

(1) Provides program guidance and oversight to the DOE/NV Direct Operations Personal Property Management Program.

(2) Validates the DOE/NV Direct Operations Personal Property Management Program annual self-assessment.

d. Direct Operations PFM.

(1) Provides effective control over all government personal property applicable to this Manual in accordance with the Code of Federal Regulations (C.F.R.) Title 41, Chapter 101, FPMR; and C.F.R. Title 41, Chapter 109, DOE PMR.

(2) Develops and implements guidance on all matters concerning government personal property for Direct Operations.

(3) Distributes information, as required, regarding government personal property and holds a quarterly meeting with the PRs to discuss property issues and concerns.

(4) Represents DOE/NV regarding Direct Operations government personal property issues.

(5) Operates, maintains, and reconciles the Direct Operations government personal property accountability record.

(6) Prepares the annual plan, develops the schedule, and conducts physical inventories of accountable property.

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- (7) Schedules, leads, and documents utilization walk-throughs of the NSF and applicable DOE/NV sites.
- | (8) Designates Direct Operations PRs in writing.
- (9) Approves transactions between PR accounts.
- | (10) Reports loss and theft of Direct Operations property to the DOE/NV Safeguards and Security Division.
- | (11) Issues property removal passes to Direct Operations PRs and other Direct Operations staff, as required.
- | (12) Approves Direct Operations property loans.
- | (13) Documents and processes all Direct Operations property and the Performance-Based Management and Operations Contractor (PBM&OC) excess property for disposition.
- (14) Assists the PBM&OC Property Center Representatives, located in the NSF, at their request, in the physical inventory of PBM&OC property within their custodianship.
- | (15) Develops and submits Direct Operations government personal property reports to DOE Headquarters (DOE/HQ).
- (16) Performs an annual self-assessment of the DOE/NV Direct Operations Personal Property Management Program.
- (17) Provides status of performance measures as identified in the DOE/HQ balanced scorecard and other pertinent information.
- (18) Performs all property tagging and labeling functions.

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e. EAMD NSF PR.

- (1) Serves as the PR for Direct Operations property used in support of the NSF.
- (2) Provides property management support to Federal oversight managers for miscellaneous NSF occupants.
- (3) Develops, expends, and monitors the NSF supply and materials annual budget.
- (4) Manages the NSF office supply operations.
- (5) Maintains the NSF golf cart keys and usage log.
- (6) Performs functions of the Direct Operations PRs as listed below.
- (7) Manages the NSF loading dock, performs/directs assigned receiving/delivery/pick-up functions at the NSF and coordinates outbound shipments.

f. EAMD NTS Facility Representative.

- (1) Participates in property utilization walk-throughs at NTS facilities where Direct Operations computing property is located, with the DOE/NV Computer Support Contractor.
- (2) Writes and submits property management walk-through reports to the PFM.
- (3) Validates corrective actions, when required, as a result of the property management walk-through.

g. Direct Operations PRs.

- (1) Ensures that government property is properly accounted for, controlled, protected, and used.

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- (2) Is responsible for all accountable and nonaccountable government personal property located within the designated area of responsibility.
- (3) Reports loss, theft, damage, or destruction of government personal property to the PFM.
- (4) Notifies the PFM in writing of any government personal property that is no longer required for use.
- (5) Participates in the physical inventory of government personal property in their assigned areas as scheduled by the PFM.
- (6) Participates in property management walk-throughs in their assigned areas.
- (7) Monitors movement of accountable property.
- (8) Notifies the PFM if Direct Operations bar codes or labels are missing or damaged for replacement purposes.
- (9) Ensures that accountable government personal property is not removed from their designated area of responsibility without proper documentation.
- (10) Upon transfer or separation of an employee within their designated area of responsibility, takes a physical inventory of property in the employee's custody and ensures receipted property is returned or properly transferred with the employee.
- (11) Issues annual and one-time government personal property removal passes for property within their designated area of responsibility.
- (12) Notifies the PFM of any credit card purchases of property within their designated areas, for Direct Operations staff, to ensure property receipt, accountability, and marking.

h. Communications PR. This individual resides in the Communications Services Division and is responsible for all PBM&OC-tagged communications property

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(radios, facsimiles, pagers, and cellular telephones) assigned to Direct Operations. **NOTE:** This individual is not authorized to issue property removal passes.

(1) Assigns communications property to staff, as required.

(2) Maintains a current inventory listing and accountability record of Direct Operations communications property.

(3) Conducts physical inventory of PBM&OC-managed accountable communications property with the assistance of the PFM, as needed and reports inventory results to the PBM&OC.

(4) Responsible for the acquisition, distribution, repair/maintenance, storage, distribution, and excess of communications property assigned to Direct Operations.

i. Alternate PR.

(1) Assists the primary PRs with their duties, as required.

(2) Serves as the PR in their absence.

j. DOE/NV Supervisors.

(1) Approves the borrowing of computing property from the computing property pool by signing the "Certificate of Property Receipt."

(2) Approves and signs the listing for government personal property to be identified on employees' annual property removal passes.

(3) Approves and signs the request to revise an employee's annual property removal pass.

(4) Approves staff furniture and "special needs" personal property requests, as required by the PFM.

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- (5) Approves employee requests for government personal property being taken to the employee's residence for official government business only.
- (6) Counsels employees in instances where government property has been misused.

k. Safeguards and Security Division. When notified by the PFM, takes necessary actions, when required, to investigate the incidences of loss or stolen Direct Operations government personal property.

l. NSF Building Occupants and Users of DOE/NV Computing Property at DOE/NV Sites.

- (1) Protect all government personal property.
- (2) Use government personal property for official business only.
- (3) Maintain property in like condition as received, allowing for normal wear and tear.
- (4) Notify their assigned PR prior to any property transactions, such as movement, transfer, turn-in, etc.
- (5) Notify their assigned PR of loss, theft, damage, or destruction of property.
- (6) Assist, when requested by the PFM and/or PR, in the search of unlocated property and in the investigation of damaged or destroyed property.
- (7) Notify their assigned PR of any purchases of property by government credit card or other means, that will be used by Direct Operations staff.
- (8) Assist the PFM in identifying high-risk property, as required.

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6. REFERENCES.

- a. C.F.R. Title 41, FPMR Chapter 101.
- b. C.F.R. Title 41, DOE PMR Chapter 109.
- c. DOE/NV PMI Chapter 109.

7. DEFINITIONS.

- a. Accountable Property. Government-owned property that meets the criteria of sensitive, capital, high risk, or administrative property. This property will be identified by a bar code label containing a property number and recorded in the Direct Operations property record.
- b. Administrative Property. Government property controlled at the discretion of individual DOE offices, but for which there is no DOE requirement to maintain formal records.
- c. Bar Code. Labels containing a property number assigned and applied by the PFM and recorded in the Direct Operations property records for accountability, identification, and control purposes.
- d. Certificate of Property Receipt. Form NV-96 (Attachment 10) used to establish direct accountability of a user for sensitive property or property deemed appropriate by the PFM or PR.
- e. Consumable Property. Materials and supplies that when put to use are consumed, lose their identity, or become an integral part of other government personal property.
- f. Direct Operations. Operations conducted by DOE/NV Federal personnel.
- g. Equipment. Property with an acquisition cost of \$5,000 or more and having the potential for maintaining its integrity (not consumable due to use) as an item.

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- h. Government Personal Property. Items of any kind (except for real estate and interests therein such as easements and rights-of-way and permanent fixtures) which are government-owned, chartered, rented, or leased from commercial sources by and in the custody of DOE or its designated contractors.
- i. High-Risk Property. Government property that, because of its potential impact on public health and safety, the environment, national security interests, or proliferation concerns, must be controlled and disposed of in other than the routine manner.
- j. Nonaccountable Property. Government property that does not meet the criteria of sensitive property, equipment, or consumable property. These items are not inventoried but labeled "US Govt. Property, DOE/NV NSF" or etched "DOE/NSF."
- k. Personal Property Accountability. The establishment and maintenance of government personal property accountability records and the development of procedures to ensure the effective protection and control over government personal property.
- l. Personal Property Transfer. Form NV-97 (Attachment 11) used to document the movement (reassignment of accountability, relocation, turn-in) of property or the official transfer of ownership of property by the PFM to an outside organization.
- m. Physical Inventory. The physical confirmation of the existence of property.
- n. Property Program Manager. An individual, appointed by the Director, EAMD, who is responsible for the DOE/NV Direct Operations Government Personal Property Management Program.
- o. Property Removal Pass. Form NV-92 (Attachment 5) issued by the PR, alternate PR, or the PFM, for the authorized removal of Direct Operations property. In emergency situations, the NSF Pilot Project Team Leader or the EAMD Director may issue passes, for the authorized removal of Direct Operations property.
- p. Property Representative. The custodian of property appointed by the PFM. The PR has physical responsibility for the accountability, proper use, and protection of government property assigned.

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- q. Retirement. The action taken by the PFM to remove from the active property records, accountable property that has been determined to be lost, stolen, damaged beyond repair, etc. This property will be archived to the inactive property records.
- r. Sensitive Property. Property susceptible to being appropriated for personal use or readily converted to cash (Attachment 6).
- s. Tag. A label stating "US Govt. Property DOE/NV NSF," adhered to nonaccountable property by the PFM.



G. W. Johnson
Manager

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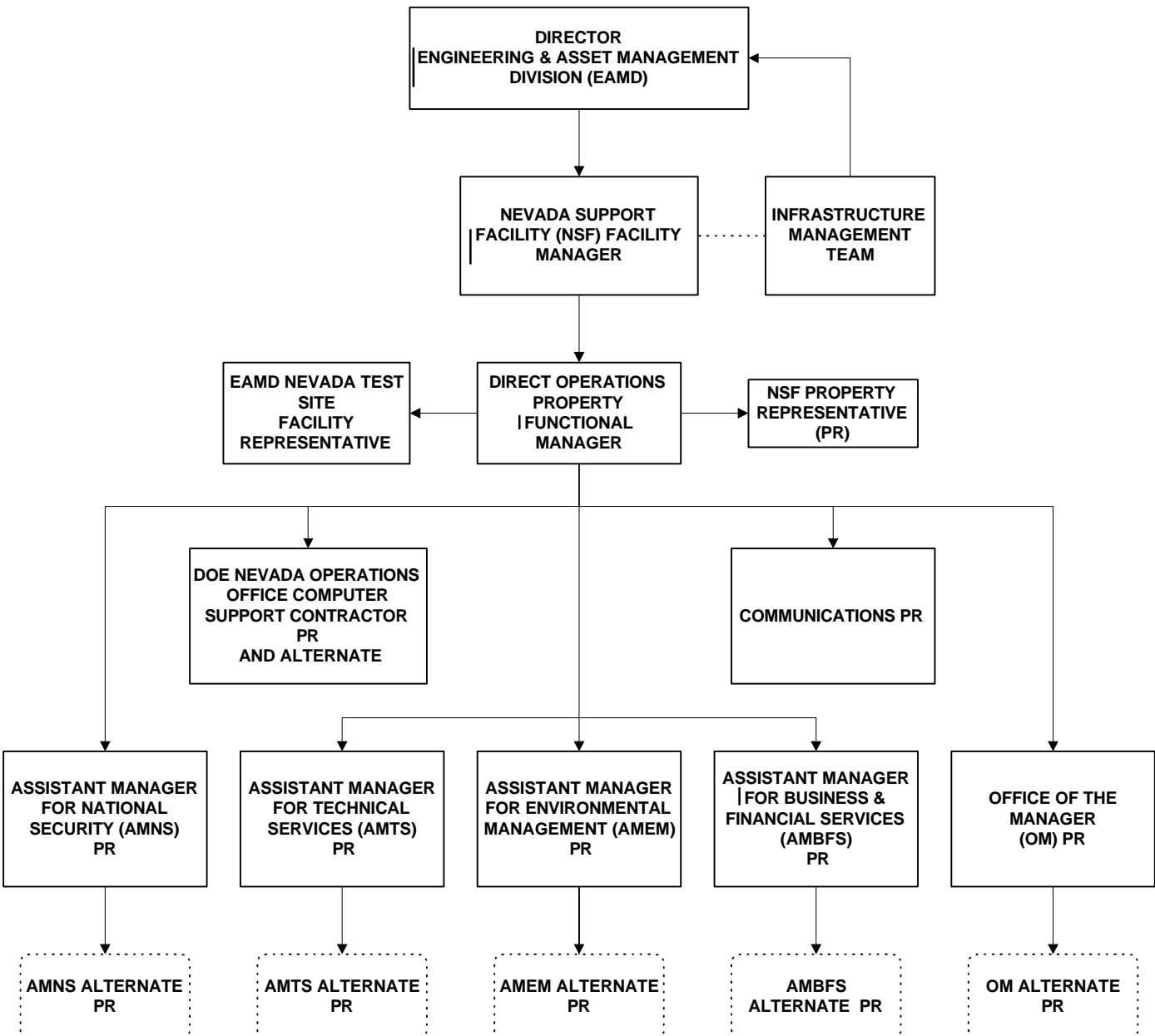
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ORGANIZATIONAL CHART



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ACQUISITION, ACCOUNTABILITY, AND DISPOSAL

1. ACQUISITION AND MARKING OF GOVERNMENT PERSONAL PROPERTY.

- a. Acquisition. The acquisition of property for Direct Operations staff is mainly performed by the Engineering & Asset Management Division (EAMD) Nevada Support Facility (NSF) Project Team. Requests for furniture and “special needs” property will be submitted to the NSF Pilot Project Team on Form NV-193, “Nevada Support Facility Support Request.” The NSF Pilot Project Team may, in turn, request assistance from the DOE Nevada Operations Office (DOE/NV) Contracts Management Division (CMD) to accomplish the acquisition.
 - (1) Credit Cards. In special cases where holders of the government credit cards make property acquisitions, they will comply with DOE/NV CMD guidance. Holders of credit cards must notify their assigned Property Representative (PR) of purchases of property. The PR will, in turn, notify the Property Functional Manager (PFM) of the purchase to ensure proper receipt, accountability, and marking.
 - (2) Purchase Orders And Other Methods. Any originator of a purchase order or other method of acquisition for property will notify their PR of such purchases. The PR will, in turn, notify the PFM of the purchase to ensure proper receipt, accountability, and marking.
- b. Property Marking. The PFM is responsible for ensuring all government property is identified by a marking consisting of a bar code, tag, or etching. Bar coding, tagging, or etching will be conducted on the NSF loading dock upon receipt of the property. In the event items must be quality tested by the user prior to acceptance and marking, the user must notify the PFM prior to receipt. The user will notify the PFM after quality testing has taken place and the user accepts the property. The PFM will then mark the property. Furniture is excluded from marking unless deemed appropriate by the PFM.
 - (1) Accountable Property. Accountable property (equipment, sensitive, and administrative) will be bar coded. This bar code contains an individually

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assigned identification number to allow for accountability and control of that particular item. This number will be assigned by the PFM, a bar code attached to the property, and the bar code number will be entered into the property record. The item will then be assigned to the appropriate PR and delivered.

(2) Nonaccountable Property. Nonaccountable property will be identified by attaching a tag with the words "US Govt. Property DOE/NV NSF" or etched with the words "DOE/NSF."

c. Contractor-Marked Property. The Direct Operations will be utilizing some property that is recorded in the DOE/NV Performance-Based Management Operations Contractor's accountable property record and will not be transferred to the Direct Operations.

d. Leased Property. Direct Operations property that is leased will be identified with a label "LEASED PROPERTY."

e. Personally-Owned Property. Property that is owned by Direct Operations staff should be marked with a self-adhering label or etched "Property of _____ (individual's name)." (Examples: televisions, refrigerators, microwave ovens, large coffee makers, cassette players, fans, heaters, and calculators.)

2. HIGH-RISK PROPERTY.

The PFM will be responsible for identifying Direct Operations high-risk property with the assistance of the Direct Operations staff, as necessary. This property will be entered into the Direct Operations property record, identified in the record as high-risk, and inventoried yearly.

When excessing high-risk property, the PFM shall follow guidance provided in DOE PMR Chapter 109 to determine method of disposition. Disposition will be coordinated through the DOE/NV PBM&OC.

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3. PHYSICAL INVENTORY.

a. Direct Operations Property. The Direct Operations shall use the inventory by exception method of conducting physical inventories. The PFM will ensure the physical inventory of all Direct Operations property within the required time frames as listed below. The physical inventory of property will be conducted by the PFM in coordination with the PRs. The PFM will be responsible for reconciling the Direct Operations property record as a result of the inventory. The frequency of physical inventories of property shall be as follows:

(1) Equipment--Every 2 Years

(2) Sensitive Yearly

(3) Administrative Property--Every 3 Years

b. PBM&OC-Marked Property. The PFM will ensure PBM&OC property is inventoried per PBM&OC requirements.

c. Property Record Reconciliation. If property is unlocated, lost, or stolen, the PFM is responsible for updating the property records. The PFM is authorized to retire accountable property from the Direct Operations property records with an acquisition value of \$4,999 or less. If the acquisition amount is \$5,000 or over, is sensitive or is high-risk, the NSF Pilot Project Team Leader will approve the retirement from the Direct Operations property records.

4. THE COMPUTING PROPERTY POOL. The DOE/NV Computer Support Contractor operates the computing property pool. This pool is located in the Information (Info) Center, Room C-004, of the NSF. This pool is available to Direct Operations staff and Federal employees located at the Nevada Test Site (NTS). The Info Center maintains the following information:

a. Computing Property Pool Inventory List

b. Active and Completed "Computing Property Loan Agreement" Forms

c. Active and Completed "Certificate of Property Receipt" Forms

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d. Active and Completed "Property Removal Pass" Forms

(1) Borrowing Property From the Pool.

If the need arises for computing property, the borrower will phone or visit the NSF Info Center, located in Room C-004, telephone 295-2534, to determine if the property required is available for loan. After confirmation of availability, the borrower will obtain Form NV-96, "Certificate of Property Receipt," and will complete the following blocks:

- (a) Block 1--Employee Name
- (b) Block 2--Division/Office
- (c) Block 3--Room/Cube Number
- (d) Block 4--Telephone Number
- (e) Block 5--Item (to be borrowed)
- (f) Block 9--Remarks (justification for use)
- (g) Block 11--Estimated Date of Return

Upon completion of the above blocks, the borrower will present Form NV-96 to his/her supervisor for signature approval (Block 11). The borrower will then take the form to the Info Center.

The Info Center completes the "Certificate of Property Receipt," fills out Form NV-68, "Computing Equipment Loan Agreement," and fills out Form NV-92, "Property Removal Pass," if required. The borrower will read and sign the forms required for borrowing Computing Property Pool items. The Info Center provides the borrower with copies of the forms and makes further distribution as required. The Info Center then provides the borrower with the property.

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(2) Returning Property to the Pool.

The borrower will return the property to the Info Center prior to or on the estimated day of return that was indicated on the "Certificate of Property Receipt." If the borrowed computing property is not returned to the Info Center on the agreed upon date, the Info Center contacts the borrower to advise the property is to be returned. After 7 working days from the date of the call, the Info Center will contact the employee's supervisor and/or the PFM for assistance.

In the event the borrower requires the computing property for a longer period of time than anticipated, the borrower will fill out a new Form NV-96, "Certificate of Property Receipt," **prior to the return date**, obtain approval, and hand deliver the form to the Info Center for processing.

Upon 7 days' notice, the borrower may be required to return the borrowed computing property to the Info Center for inventorying purposes, software upgrades, or termination of the loan.

5. REPAIR OF PERSONAL PROPERTY.

- a. The EAMD NSF Pilot Project Team is responsible for repair of most Direct Operations property. Direct Operations property in need of repair will be identified by the user on Form NV-193, "Nevada Support Facility Support Request." This form will be completed and forwarded to the NSF Pilot Project Team for action. If emergency repairs to property are required, the user should telephone the NSF PR, the PFM, or the NSF Pilot Project Team Leader.
- b. The PFM will ensure that property being sent to a vendor for repair has all markings removed prior to sending. When the same property is returned, and it is in the Direct Operations accountable property record, it will be bar coded with the existing property number prior to returning it to the user. In the event the vendor replaces the property in lieu of repair, and the property is in the Direct Operations accountable property record, the PFM will retire the old property

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number and assign a new property number to the replacement item. If the property being returned from the vendor is not accountable, it will be etched or tagged prior to delivering the property to the user.

- c. For the commodities of property listed below, the user will notify the point of contact for repairs. All other property repairs will be reported to the EAMD NSF Pilot Project Team through Form NV-193, or in emergency cases, by telephone.

- (1) **RADIOS** (hand-held, desk-top, or mounted in Direct Operations Vehicles), Point of Contact (POC)--Communication Services Division (CSD) Property Representative
- (2) **PAGERS, FACSIMILES, CELLULAR TELEPHONES**, POC--CSD Property Representative
- (3) **COPIERS** (with the exception of table-top copiers), POC--NSF Reproduction Center
- (4) **COMPUTING PROPERTY**, POC--DOE/NV Computer Support Contractor
- (5) **TELEPHONES** (with the exception of cellular telephones, see 5c(2) above), POC--Employees may directly report telephone problems to 295-1234

6. TRANSFER OR SEPARATION OF EMPLOYEES.

- a. Transfer. Upon the transfer of a Direct Operations employee from one PR responsible area to another, the losing PR will complete Form NV-97, "Personal Property Transfer," for any property that is physically relocated with the employee. If the property being transferred with the employee is sensitive, the gaining PR will ensure a new Form NV-96, "Certificate of Property Receipt," is completed.
- b. Separation. Upon separation of a Direct Operations employee, property assigned to the employee by means of Form NV-96, "Certificate of Property Receipt," will be returned to the assigned PR. The PR will annotate date of return and complete the original "Certificate of Property Receipt" being held by

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the PR, indicating the property was returned by the employee. The PR physically receiving the property returned from the separating employee, will determine if the property could be reassigned or returned to the PFM. If the PR returns the property to the PFM, the PR will complete Form NV-97, "Personal Property Transfer."

- c. Change in PRs. The PFM is responsible for ensuring that whenever there is a change in PRs, the incoming PR shall be required to accept responsibility for property located in the PRs area of responsibility. This shall be accomplished through a joint physical inventory of the separating PR and the newly appointed PR, and the PFM.
7. PROPERTY REMOVAL PASS. Controls such as a property pass system are required to prevent loss, theft, or unauthorized movement of property from the premises. Form NV-92 form, "Property Removal Pass," will be utilized to remove Direct Operations property from all DOE/NV facilities. Property to be included on property removal passes is on Attachment 5. **NOTE:** PBM&OC and other property assigned to DOE/NV Federal staff may also be listed on the NV-92.
- a. Authorized Issuers. The designated PRs or in their absence, alternate PRs, are authorized to issue property removal passes to only those employees in their assigned areas of responsibility. If these individuals are not available, the PFM and the NSF PR may issue the pass. In emergency cases, the NSF Pilot Project Team Leader or the EAMD Director may issue passes. These individuals may at any time question the removal of property and seek the employee's supervisor approval.
 - b. One-Time Property Removal Pass. Employees will identify property to be removed. The bar code number or serial number and the item's nomenclature will be provided to the designated property removal pass issuer. The issuer will complete the property pass and the employee removing the property will sign the pass. The employee removing the property will retain the original Form NV-92, and the originating PR or alternate PR will retain a copy for the record.
 - c. Returned Property. The employee will notify the issuer of the pass when the property has been returned and present the original property removal pass.

Vertical line denotes change.

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The issuer will physically verify the return of the property. Upon verification, the issuer will retrieve the file copy of the property removal pass, complete both pass copies with date of return, and sign verifying the return of the property. The PR will retain the copy and provide the original property removal pass back to the employee as their receipt for the returned property.

d. Annual Property Removal Passes.

- (1) On December 15 of each calendar year, the PR will send a notice to all Divisions/Offices within their designated areas requesting annual property removal pass information required to complete the annual pass. The information to be obtained will be the employee's name, property nomenclature, bar code number or serial number, and justification for the removal of property listed. A listing containing this information will be compiled by each Division/Office and will be transmitted under the supervisor's signature (serving as an approval of the list) to the PR. Supervisors will be responsible for ensuring that only required employees have commodities of items listed on the annual property removal passes (see Attachment 5). The PR will originate annual property removal passes for employees in their designated areas of responsibility. The PR will retain a copy of all annual passes issued. The annual passes will be provided to the employees yearly, no later than January 31. The PFM will issue annual property removal passes to PRs as requested.
- (2) If, during the calendar year, revisions to the annual property removal passes are required, the employee requesting the revision will do so in writing to the PR under the supervisor's signature. The PR will obtain the employee's old pass prior to issuing the new annual property removal pass. The PR will destroy the old pass.

8. LOSS, THEFT, DAMAGE, OR DESTRUCTION OF GOVERNMENT PERSONAL PROPERTY. All employees are responsible for protecting government personal property. If property is lost, stolen, damaged, or destroyed, the following actions are required:

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a. Loss or Theft.

Employees who detect or suspect the loss or theft of government property shall immediately notify their assigned PR. The PR will in turn notify the PFM. The PFM will notify the Safeguards and Security Division (SSD). The PR and PFM will initiate a search for the item(s) and may request assistance from other Direct Operations staff, if required. If the lost or stolen item cannot be located, the employee shall submit Form NV-98, "Report of Loss/Theft of Government Property" (Attachment 11), through the PR to the PFM within 48 hours of the discovery.

SSD will take appropriate actions as mandated by their internal policies. If the items lost or stolen were consumable or nonaccountable, the PFM will maintain a file to indicate the process was completed. If the item(s) lost or stolen were accountable and were not located, the PFM will use the SSD report if available, to determine if the item will be retired from the Direct Operations property records.

b. Damage or Destruction.

Employees who are involved in or discover the damaged or destruction of government property will immediately notify their PR. The PR will, in turn, notify the PFM. The PR and PFM will investigate the incident. The PFM may request assistance from Direct Operations staff, if needed, to assist in the investigation (i.e., Safety, Health, Facilities Manager, etc.). The PFM will make the final determination if the property can be repaired or if it is destroyed.

(1) Damage. The PFM will document results of the investigation and proceed to having the property repaired if the user still has a need. If the property is no longer required and cannot be utilized by Direct Operations staff, the PFM will take action to excess the item.

(2) Destruction. The PFM will document results of the investigation. If the item is accountable, the PFM will take required actions to retire the property from the Direct Operations property records.

Vertical line denotes change.

**DIRECT OPERATIONS GOVERNMENT PERSONAL PROPERTY
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In the event that PBM&OC tagged personal property is lost, stolen, damaged, or destroyed, the PFM will ensure the appropriate PBM&OC forms are completed and will follow the PBM&OC property management procedures for such actions.

9. UTILIZATION AND EXCESSING OF GOVERNMENT PERSONAL PROPERTY.

a. Utilization.

- (1) At least once, every 2 years, the PFM will schedule and conduct a management walk-through. This will be accomplished using a management team consisting of, as a minimum, the PFM, the NSF Project Team Leader, the EAMD Director, and the assigned PR of the area being observed. The management team will identify property that is underutilized, idle, or no longer needed. To document the walk-through, the PFM will write a report consisting of participants, areas observed, findings, and recommendations. The PFM will validate corrective actions, as required.
- (2) The EAMD NTS Facility Representative and the DOE/NV Computer Support Contractor PR conducts a utilization walk-through of locations at the NTS where computing property supported and maintained by the DOE/NV Computer Support Contractor is utilized by Direct Operations staff. The PFM may also participate. The EAMD NTS Facility Representative will document in writing, property that is underutilized, idle, or no longer needed. The report will consist of participants, areas observed, finding, and recommendations. The EAMD NTS Facility Representative will submit the report to the PFM and will validate corrective actions, as required.

b. Excess Property.

- (1) PRs will identify property that is no longer required and complete Form NV-97, "Personal Property Transfer." This form will be forwarded to the PFM, who will notify the NSF PR to pick up the property. If the item is serviceable or can be repaired, the PFM will determine if there is a requirement for the property elsewhere. If there is a known user, the PFM

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| will have the item repaired and/or reassign the property to the appropriate PR. If the item cannot be utilized, the PFM will complete Form SF-122, "Transfer Order Excess Personal Property" (Attachment 9). Disposal will be accomplished through the DOE/NV PBM&OC. If items being excessed are accountable after they are officially transferred to the PBM&OC, the PFM will remove the property from the Direct Operations accountable property records.

- | (2) All computing equipment shall be sanitized, prior to excess. The DOE/NV Computer Support Contractor indicates that the equipment has been sanitized on Form NV-97, "Personal Property Transfer."
- | (3) The PFM will ensure that ribbons and cartridges in all property prepared for excess are removed and destroyed. The PFM will indicate this action on Form NV-97, "Personal Property Transfer."
- | (4) If the property to be excessed is identified with a PBM&OC property tag, the PBM&OC Property Center Representative or the PFM, if required, will complete the appropriate PBM&OC forms and will follow the PBM&OC property management procedures for excess.
- | (5) If the property to be excessed is identified as high-risk property, the PFM will follow disposal guidance in DOE PMR 109-1.53.

Vertical line denotes change.

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INVENTORY MANAGEMENT

1. INVENTORY MANAGEMENT.

The Nevada Support Facility (NSF) Property Representative (PR) is responsible for the management and operation of the NSF Office Supply stores system. Office supplies are stored in a secure storage area with limited access inside the NSF. Stocked items are identified by a stock number related to a preselected prime supplier. Each item contains a stock level and reorder point based on past usage. The Economic Order Quantity principle is used to determine stock level and acquisition amounts. The NSF PR is responsible for the supply and materials budget and for the acquisition of office supplies.

A physical inventory is taken yearly by the NSF PR and results are compared to the automated stock records. The NSF PR will prepare a report documenting discrepancies and recommendations for inventory reconciliation. This report will be submitted to the NSF Pilot Project Team Leader for review and approval. Upon approval, the NSF PR will reconcile the stores records.

Automated stock usage data is collected, stored, and analyzed by the NSF PR for each line item. The NSF PR will annually review stocked items to determine obsolescence and ensure adequate inventory levels are maintained to meet Direct Operations requirements.

Vertical line denotes change.

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VEHICLE MANAGEMENT

1. VEHICLES.

- a. Nevada Support Facility (NSF) golf cart usage. The NSF Property Representative (PR) is responsible for the maintenance and issuance of three golf carts which are available for restricted use by DOE Nevada Operations Office (DOE/NV) Federal employees only. In the absence of the NSF PR, any member of the NSF Pilot Project Team may be contacted for the keys. The following policy will be adhered to when using the carts:
- (1) A golf cart will be authorized for use by DOE/NV employees for the conduct of official business at the North Las Vegas (NLV) complex only if the employee is required to transport meeting materials or other material necessary to fulfill their job responsibilities. General commuting is not allowed.
 - (2) Users of the golf carts must read the NSF PR Owner's and Operator's Manual to become familiar with the safe operating rules and sign a statement that they have read and understand the information. The manual and the statement are available from the NSF PR. In the absence of the NSF PR, the NSF Pilot Project Team Leader will provide users with this information.
 - (3) The liability involved in operating a golf cart is the same as operating any government vehicle.
 - (4) The golf carts will never be driven off of the complex.
 - (5) Drivers of the golf carts will observe all vehicle traffic signals in place at the NLV complex, including stop signs, yield signs, and no parking signs.
 - (6) When transporting cargo of any kind, every effort will be made to secure items against shifting and spillage while the vehicle is in motion.

Vertical line denotes change.

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- (7) The carts are assigned to specific marked spaces in the NSF parking structure. Upon returning the cart to the parking structure, it will be returned to its assigned space.
- (8) Upon returning the cart to the NSF parking structure, the charger will be connected to the vehicle to ensure it is recharged for the next user.
- (9) Users of the golf carts will ensure that they are never parked in such a manner as to block avenues of traffic (unless operationally required) or emergency vehicle pathways such as fire lanes, hydrants, etc.
- (10) The operating key will never be left in the vehicle overnight. Keys will be promptly returned to the NSF PR, or in the absence of the NSF PR, any member of the NSF Pilot Project Team.
- (11) No materials, equipment, or trash will be left in the golf cart.
- (12) All deficiencies related to the condition of the golf cart will be reported to the NSF PR, or in the absence of the NSF PR, any member of the NSF Pilot Project Team.
- (13) Failure of this policy can result in user privileges being revoked.

- b. Direct Operations Assigned Government Vehicles. The DOE/NV Federal Fleet Manager manages all DOE/NV vehicles which includes Direct Operations assigned vehicles.

Vertical line denotes change.

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**Attachment 5
Page 1**

PROPERTY REQUIRING A PROPERTY REMOVAL PASS

Any item that is bar coded, tagged, or etched identifying it as government personal property, with the exception of pagers, cellular telephones, and radios.

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Attachment 5

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PROPERTY NOT REQUIRING A PROPERTY REMOVAL PASS

Personally-Owned Property

Property That Is Not Bar Coded, Tagged, or Etched

- Office Supplies
- Computer Disks
- Books, etc.

Pagers

Cellular Telephones

Radios

NOTE:

1. Commodities will be listed on the pass only if approved by the employee's supervisor. Examples are as below:
 - Computing Equipment
 - Briefing/Presentation Equipment
 - Audio Visual Items
 - Tools
2. Government property that is being removed for official government use at the employee's residence, must have approval from their designated supervisor.

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**Attachment 5
Page 3 (and 4)**

**PROPERTY REMOVAL PASS
SAMPLE**

Department of Energy Nevada Operations Office		
PROPERTY REMOVAL PASS		
Direct Operations		
		<input type="checkbox"/> One-Time <input type="checkbox"/> Annual
Issue Date:	Expiration Date:	Property Destination:
Printed Name of Holder:		Signature of Holder:
Description of Property: Use reverse side if needed.		
Signature of Authorized Issuer:		Telephone:
Property verified as being returned (Signature of Authorized Issuer):		Date:
NV-92 11/98		

Description Continued:
Signature of Authorized Issuer: _____

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**Attachment 6
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**DIRECT OPERATIONS SENSITIVE PROPERTY LIST
(Acquisition cost of \$250>)**

- Binoculars
- Photographic Equipment
- Videocassette Recorders
- Television Sets
- Portable Computers
- Video Cameras
- Audio Visual Property*

*Audio Visual property is provided in conference rooms, team rooms, etc., for daily use by Direct Operations staff. The remaining audio visual property is stored in secure Nevada Support Facility (NSF) storage and working areas. It is overseen and managed by Performance-Based Management and Operations Contractor's permanently assigned staff. In addition, the NSF is a controlled facility. Because of the additional protection to audio visual property, it will be at the discretion of the Property Facility Manager on a case-by-case basis, which audio visual property will be controlled as sensitive property.

Vertical line denotes change.

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**Attachment 7
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**NEVADA SUPPORT FACILITY
SUPPORT REQUEST**

<i>REQUESTOR TO COMPLETE NEXT THREE SECTIONS AND SEND TO EAMD (JOYCE THEDE)</i>															
Requestor Name _____	Division _____														
Requestor Signature _____	Room/Workstation No. _____														
Requestor Division Director's Name _____	Request Date _____														
Requestor Division Director's Signature _____	Telephone Number _____														
<table style="width: 100%;"><tr><td><input type="checkbox"/> 1. Maintenance</td><td><input type="checkbox"/> 4. Upgrade/Modification</td><td><input type="checkbox"/> 7. Custodial</td><td><input type="checkbox"/> 10. Other</td></tr><tr><td><input type="checkbox"/> 2. Procurement</td><td><input type="checkbox"/> 5. Space Allocation</td><td><input type="checkbox"/> 8. ES&H</td><td></td></tr><tr><td><input type="checkbox"/> 3. Relocation</td><td><input type="checkbox"/> 6. Furniture Set-Up*</td><td><input type="checkbox"/> 9. Landscaping</td><td></td></tr></table>				<input type="checkbox"/> 1. Maintenance	<input type="checkbox"/> 4. Upgrade/Modification	<input type="checkbox"/> 7. Custodial	<input type="checkbox"/> 10. Other	<input type="checkbox"/> 2. Procurement	<input type="checkbox"/> 5. Space Allocation	<input type="checkbox"/> 8. ES&H		<input type="checkbox"/> 3. Relocation	<input type="checkbox"/> 6. Furniture Set-Up*	<input type="checkbox"/> 9. Landscaping	
<input type="checkbox"/> 1. Maintenance	<input type="checkbox"/> 4. Upgrade/Modification	<input type="checkbox"/> 7. Custodial	<input type="checkbox"/> 10. Other												
<input type="checkbox"/> 2. Procurement	<input type="checkbox"/> 5. Space Allocation	<input type="checkbox"/> 8. ES&H													
<input type="checkbox"/> 3. Relocation	<input type="checkbox"/> 6. Furniture Set-Up*	<input type="checkbox"/> 9. Landscaping													
DESCRIPTION OF REQUEST: _____ _____ _____ _____ _____															
<i>NSF PILOT PROJECT STAFF TO COMPLETE NEXT TWO SECTIONS</i>															
ACTIONS TAKEN: _____ _____ _____ _____ _____															
<table style="width: 100%;"><tr><td style="width: 50%;">Number of Items _____</td><td style="width: 50%;">Receipt Date _____</td></tr><tr><td>Committee Response _____</td><td>Due Date _____</td></tr><tr><td>Request ID Number _____</td><td>Response Date _____</td></tr><tr><td>Request Category _____</td><td>Cost Estimate _____</td></tr><tr><td>Work Category _____</td><td>Actual Cost _____</td></tr><tr><td>Priority (Rush/Normal) _____</td><td>DOE/Contractor _____</td></tr></table>				Number of Items _____	Receipt Date _____	Committee Response _____	Due Date _____	Request ID Number _____	Response Date _____	Request Category _____	Cost Estimate _____	Work Category _____	Actual Cost _____	Priority (Rush/Normal) _____	DOE/Contractor _____
Number of Items _____	Receipt Date _____														
Committee Response _____	Due Date _____														
Request ID Number _____	Response Date _____														
Request Category _____	Cost Estimate _____														
Work Category _____	Actual Cost _____														
Priority (Rush/Normal) _____	DOE/Contractor _____														

* (10 working days advance notice required for Great Basin setup)

EAMD (NSF BUILDING MANAGER) APPROVAL _____

**DIRECT OPERATIONS GOVERNMENT PERSONAL PROPERTY
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NV-68
(10/98)

**US Department of Energy
Nevada Operations Office
Computing Property Loan Agreement**

NSF Property Number: _____

Name: _____ Phone: _____

Employee Badge Number: _____

Division: _____ Bldg/Location: _____

System Type: _____

Additional Equipment or Accessories: _____

Additional Software/Configuration Requests: _____

Return Date: _____

My signature below acknowledges receipt of equipment and/or software described above and that I am responsible for appropriate use and custodianship in accordance with Federal Property Management Regulations (41 C.F.R. 101) and those terms stated herein, while in my possession.

Federal employees have a duty to protect and conserve Government property. See 10 C.F.R. 1506.208, which reads in full, "No employee shall use, or allow the use of, government property for any activity which is not officially approved. An employee has a positive duty to protect and conserve government property which has been issued or entrusted to him." The misuse or failure to protect and conserve government property as required may subject the employee to discipline under DOE Order 3750.1, Work Force Discipline. This discipline may be reprimand, oral admonishment, suspension without pay, reduction in grade or pay, furlough, or removal from employment.

Additionally, criminal penalties apply to the embezzling, stealing, or conversion of government property. See 18 USC 641, which reads in part, "Whoever embezzles, steals, purloins, or knowingly converts to his use or the use of another, or without authority, sells, conveys or disposes of any record, voucher, money, or thing of value of the United States or of any department or agency thereof ... shall be fined or imprisoned not more than ten years or both."

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Criminal penalties also apply to false statements made in the course of government business. See 18 USC 1001, which reads in full, "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or devise a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

The borrower of the above property agrees to return same in like condition as received from DOE/NV, normal wear and tear excepted, on or before the above date of expiration, unless the loan period is formally extended or the loan is terminated.

In case of loss or damage of the above property, DOE/NV shall be reimbursed at the current price of replacement or repair. Loss or damage shall be reported to issuing office within 5 days.

The above property shall not be loaned or transferred to a third party without the written consent of DOE/NV.

The borrower shall account for the above property whenever so requested.

The right is reserved to cancel the loan or recall the above property upon 7 days notice.

The borrower shall assume all costs and/or responsibility involved in preparation, handling, loading, disconnecting, and transportation.

The borrower hereby agrees to indemnify and hold harmless the Department of Energy and its contractors against any and all liability, loss, damages, claims and costs incidental hereto as a result of the borrower's use and possession of the above property.

This is U.S. Government property and is to be used for official purposes only.

Notebook users must save all working files to diskette or to the directory: C:\My Documents\... This directory (and subdirectories) will be the only directory preserved in the event the system is upgraded or reconfigured by maintenance personnel.

Signature of Requester: _____ Date: _____
(Important: Read completely before signing)

Signature of Supervisor: _____ Date: _____

Checked In By: _____

Date Returned: _____

Sanitized By: _____ Date: _____

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Attachment 9
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STANDARD FORM 122 JUNE 1974 GENERAL SERVICES ADMINISTRATION FPMR (41 CFR) 101-32.306 FPMR (41 CFR) 101-43.315		TRANSFER ORDER EXCESS PERSONAL PROPERTY			1. ORDER NO. 2. DATE	
3. TO: General Services Administration*			4. ORDERING AGENCY (Full name and address)*			
5. HOLDING AGENCY (Name and address)*			6. SHIP TO (Consignee and destination)*			
7. LOCATION OF PROPERTY			8. SHIPPING INSTRUCTIONS			
9. ORDERING AGENCY APPROVAL a. SIGNATURE b. DATE			10. APPROPRIATION SYMBOL AND TITLE			
c. TITLE			11. ALLOTMENT		12. GOVERNMENT B/L NO.	
13. PROPERTY ORDERED						
GSA AND HOLDING AGENCY NOS. (b)	ITEM NO. (b)	DESCRIPTION <i>(Include noun name FSC Group and Class, Condition code and, if available, National Stock Number)</i> (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST	
					UNIT (f)	TOTAL (g)
14. GSA APPROVAL		a. SIGNATURE		b. TITLE		c. DATE
FOR GSA USE ONLY	AGENCY AND LOCATION		FSC	CONDITION	SOURCE CODE	
	AGENCY	STATE				

*Include ZIP Code

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U. S. DEPARTMENT OF ENERGY NEVADA OPERATIONS OFFICE DIRECT OPERATIONS CERTIFICATE OF PROPERTY RECEIPT		
<input type="checkbox"/> SENSITIVE PROPERTY <input type="checkbox"/> Other...		
1. EMPLOYEE NAME:		
2. DIVISION/OFFICE:	3. ROOM/CUBICLE NUMBER:	4. TELEPHONE NUMBER:
6. MAKE/MODEL:		
7. SERIAL NUMBER:	8. PROPERTY NUMBER:	
9. I hereby acknowledge receipt and accountability for the above item. It will be used in conjunction with official government business only. I am responsible for assuring that this item is protected from theft and it will be locked in a secure container or room when not in use.		
SIGNATURE: _____		DATE: _____
10. REMARKS (Justification required for the borrowing of computer property from the Computing Property Pool):		
11. SUPERVISOR'S SIGNATURE AND DATE (required only to approve the borrowing of computing property from the Computing Property Pool):		
SIGNATURE: _____		DATE: _____
ITEM(S) BORROWED/RETURNED		
12. ESTIMATED RETURN DATE:	13. ACTUAL RETURN DATE:	14. RECEIVING PR SIGNATURE:
15. DISTRIBUTION: ORIGINAL - PR COPY - PROPERTY HOLDER COPY - PFM		

DOENV FORM
REV 08 Revised 1990

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U. S. DEPARTMENT OF ENERGY NEVADA OPERATIONS OFFICE DIRECT OPERATIONS PERSONAL PROPERTY TRANSFER													
1. FROM:	2. TO:												
3. ITEM/MANUFACTURER:													
4. MAKE/MODEL:													
5. SERIAL NUMBER:	6. PROPERTY NUMBER:												
7. REMARKS:													
8. CONDITION CODE IF ITEM IS EXCESS TO YOUR NEEDS (CIRCLE ONE): <table style="width: 100%; border: none;"><tr><td>1 - UNUSED/GOOD</td><td>4 - USED/GOOD</td><td>7 - REPAIRS REQUIRED/GOOD</td><td>X - SALVAGE</td></tr><tr><td>2 - UNUSED/FAIR</td><td>5 - USED/FAIR</td><td>8 - REPAIRS REQUIRED/FAIR</td><td>S - SCRAP</td></tr><tr><td>3 - UNUSED/POOR</td><td>6 - USED/POOR</td><td>9 - REPAIRS REQUIRED/POOR</td><td></td></tr></table>		1 - UNUSED/GOOD	4 - USED/GOOD	7 - REPAIRS REQUIRED/GOOD	X - SALVAGE	2 - UNUSED/FAIR	5 - USED/FAIR	8 - REPAIRS REQUIRED/FAIR	S - SCRAP	3 - UNUSED/POOR	6 - USED/POOR	9 - REPAIRS REQUIRED/POOR	
1 - UNUSED/GOOD	4 - USED/GOOD	7 - REPAIRS REQUIRED/GOOD	X - SALVAGE										
2 - UNUSED/FAIR	5 - USED/FAIR	8 - REPAIRS REQUIRED/FAIR	S - SCRAP										
3 - UNUSED/POOR	6 - USED/POOR	9 - REPAIRS REQUIRED/POOR											
9. DOES PROPERTY CONTAIN MEMORY, MAGNETIC STORAGE, RIBBON/CARTRIDGE? YES NO NAME AND SIGNATURE OF EMPLOYEE WHO SANITIZED THE PROPERTY: _____ DATE: _____													
10. TRANSFERING PR SIGNATURE:	11. DATE:												
12. RECEIVING PR SIGNATURE:	13. DATE:												
14. TRANSFER APPROVED (PFM SIGNATURE):	15. DATE:												
16. DISTRIBUTION: ORIGINAL - PFM COPY - TRANSFERING PR COPY - RECEIVING PR													

DOE/NV FORM
NV-97 Revised 1/00

Vertical line denotes change.

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U. S. DEPARTMENT OF ENERGY NEVADA OPERATIONS OFFICE DIRECT OPERATIONS		
REPORT OF LOSS/THEFT OF GOVERNMENT PROPERTY		
1. REPORT OF (check one): <input type="checkbox"/> LOSS <input type="checkbox"/> THEFT		2. DATE:
3. REPORTING EMPLOYEE NAME:		4. DIVISION/OFFICE:
5. OFFICE/CUBICLE NUMBER:		6. TELEPHONE NUMBER:
7. DATE/TIME OF LOSS OR THEFT:		
8. LAST KNOWN LOCATION OF ITEM(S):		
9. DETAILS OF LOSS OR THEFT:		
10. DESCRIBE EFFORTS MADE TO LOCATE ITEM(S):		
DESCRIPTION OF ITEM(S) LOST OR STOLEN		
11. LIST ALL KNOWN INFORMATION FOR EACH ITEM REPORTED (NAME OR DESCRIPTION OF ITEM, PROPERTY NUMBER, SERIAL NUMBER, MODEL NUMBER, MANUFACTURER, ETC.):		
12. REPORTING EMPLOYEE PRINTED NAME AND SIGNATURE:		
13. PR PRINTED NAME AND SIGNATURE:		
14. PFM PRINTED NAME AND SIGNATURE:		
15. DISTRIBUTION: ORIGINAL - PFM COPY - REPORTING EMPLOYEE COPY - PR COPY - DOE/NV SSD		

DOE/NV FORM
NV-98 Revised 1/00

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